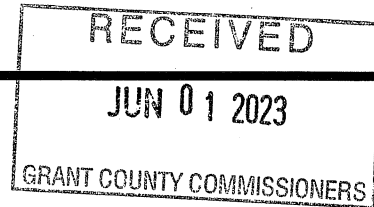


Barbara Vasquez

From: noreply@civicplus.com
Sent: Wednesday, May 31, 2023 9:12 AM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION



****EXTERNAL EMAIL****

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OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Felipe Herrera
Dept/Committee	Quincy Coalition Youth
Date of Request	5/31/2023
Travel Type	Out of State Travel
Departure Date	7/16/2023 8:00 AM
Return Date	7/20/2023 11:00 PM
Grant	Yes
Fund/Dept	Prevention - Quincy
Destination (City, County, State)	Dallas, TX
Purpose of Travel	CADCA Mid-Year
Hotel - GSA Rate	\$154.00
Hotel - Nightly Rate	\$190.00
Cost Application	Conference Rate
Rental Car Required	No
Hotel Total	\$1306.00
Conference Fee	\$695.00
Daily M&IE at Destination	\$69.00
Rental Car Cost per day	\$0.00

Explanation for Rate
(required if hotel cost is
greater than per diem, or
government rate)

No government rate rooms available - only conference rate

Air Carrier

American

Cost of Flight

\$917.00

Total trip cost (Include all
cost totals)

\$3332.37

Preparer's Name

Tina Steinmetz

Preparer's Title

Accounting Technician

Preapproved by EO/DH?

Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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